WS12 – Major New Technology Approval Application

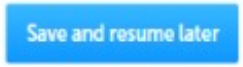
MassDEP Bureau of Water Resources, Water Pollution Wastewater

Overview

- This presentation is to assist in completing a new **WS12 – Major New Technology Approval Application.**
- This approval serves to protect the health and welfare of the public through the control of any product or operation that comes into contact with public drinking water.
- Regulatory authority for these approvals is stated in 310 CMR 22.04(6), of the Drinking Water Regulations.
- This presentation will take you screen by screen through the ePLACE online permitting application process.

General Navigation

- Always Click

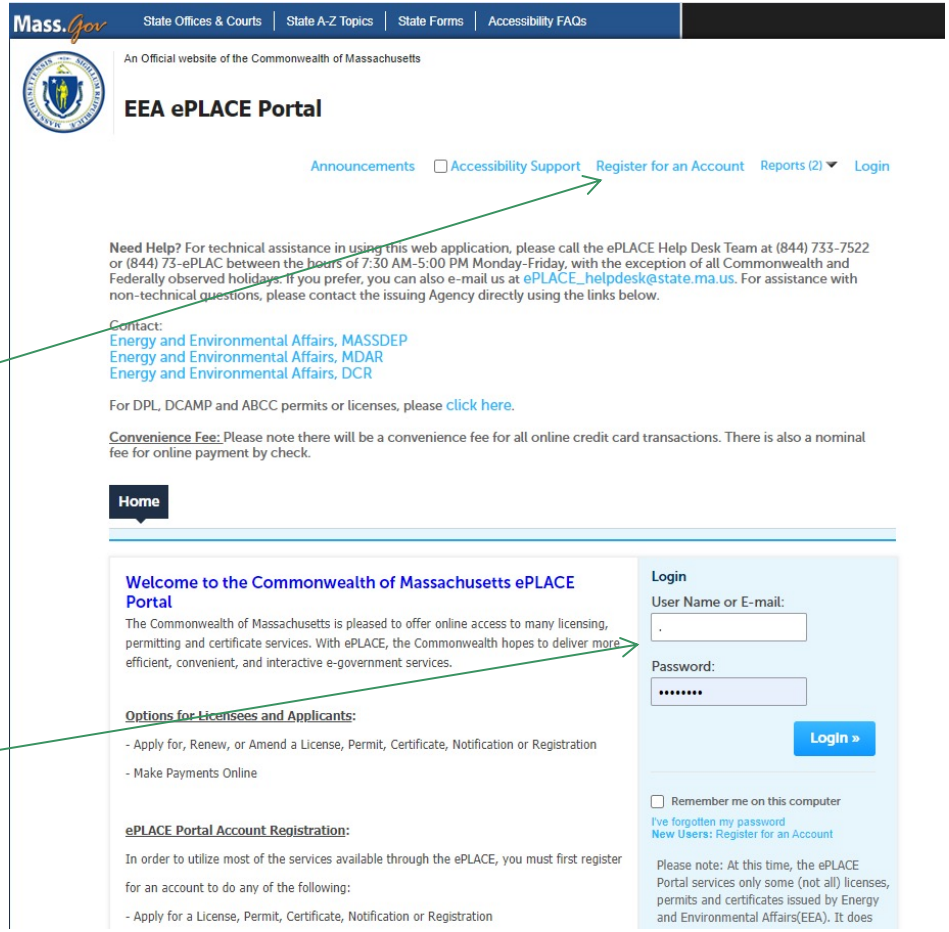
to move to the next page.
- Do NOT use the Browser Back Button as this will take you out of the system
- Any field with a red asterisk (*)is required before you can move off the page.
- Click 

to save your work and resume at a later time.
- Click on the tool tips where applicable to get more details.
- Suggested preferred browsers are Chrome and Microsoft Edge

How to Apply

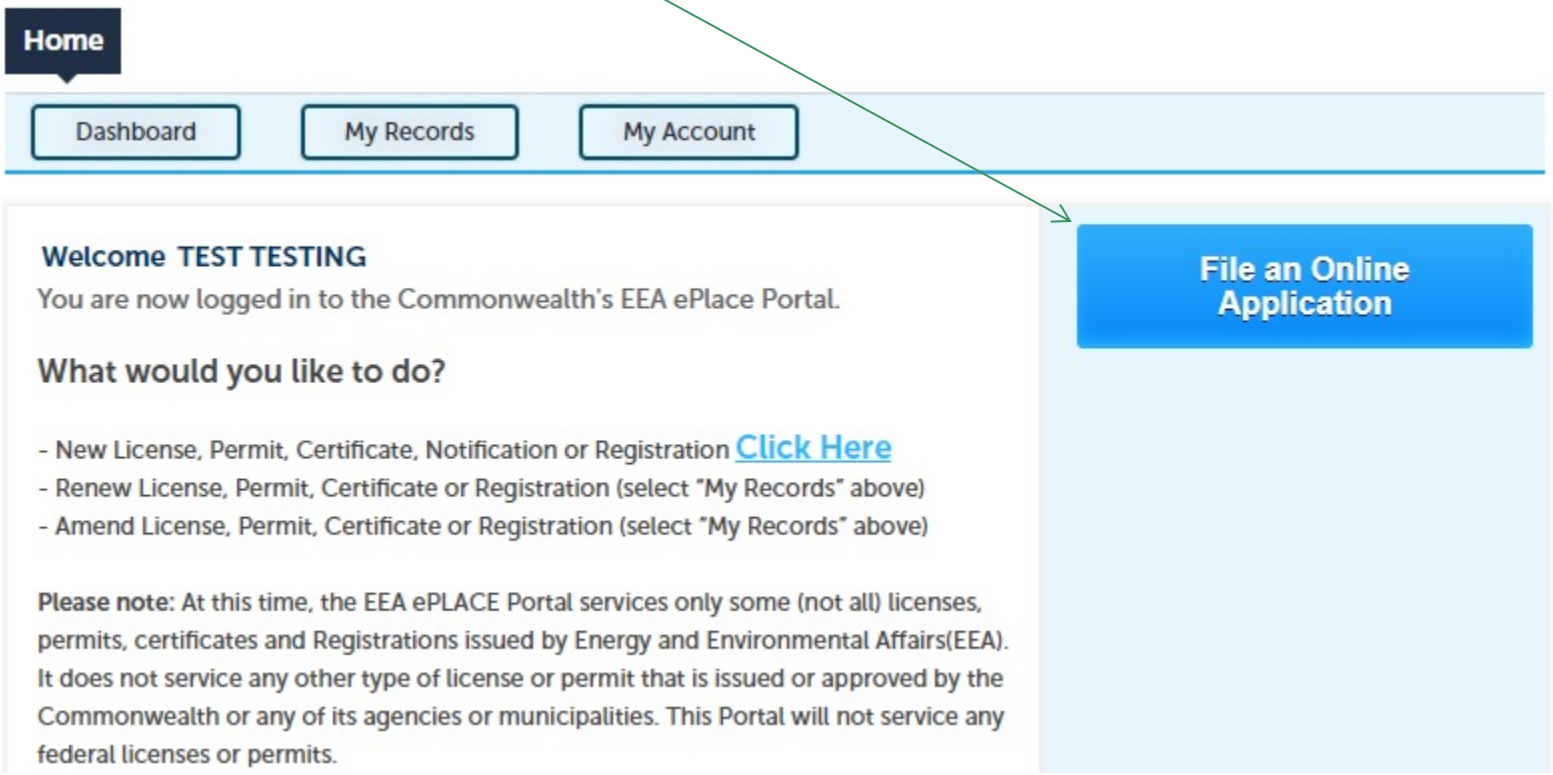
First time users:

- Click or type this address on your browser: https://eplace.eea.mass.gov/citizenaccess
- Follow the prompts to create a new user account
- Log into your account in EEA ePlace using your username/password



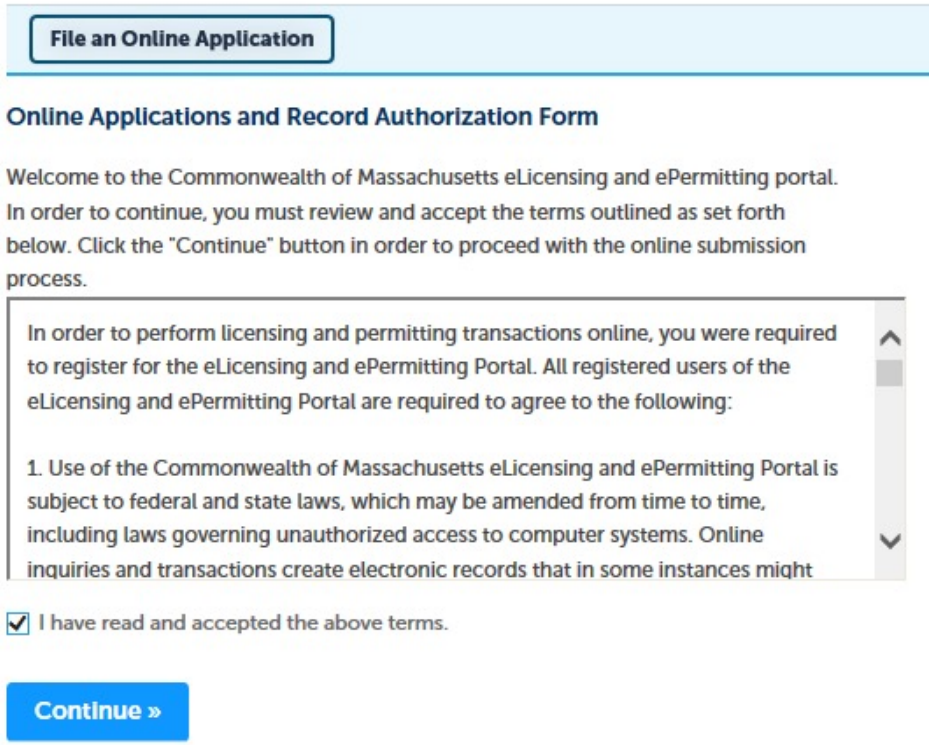
File an Online Application

- Click here to start



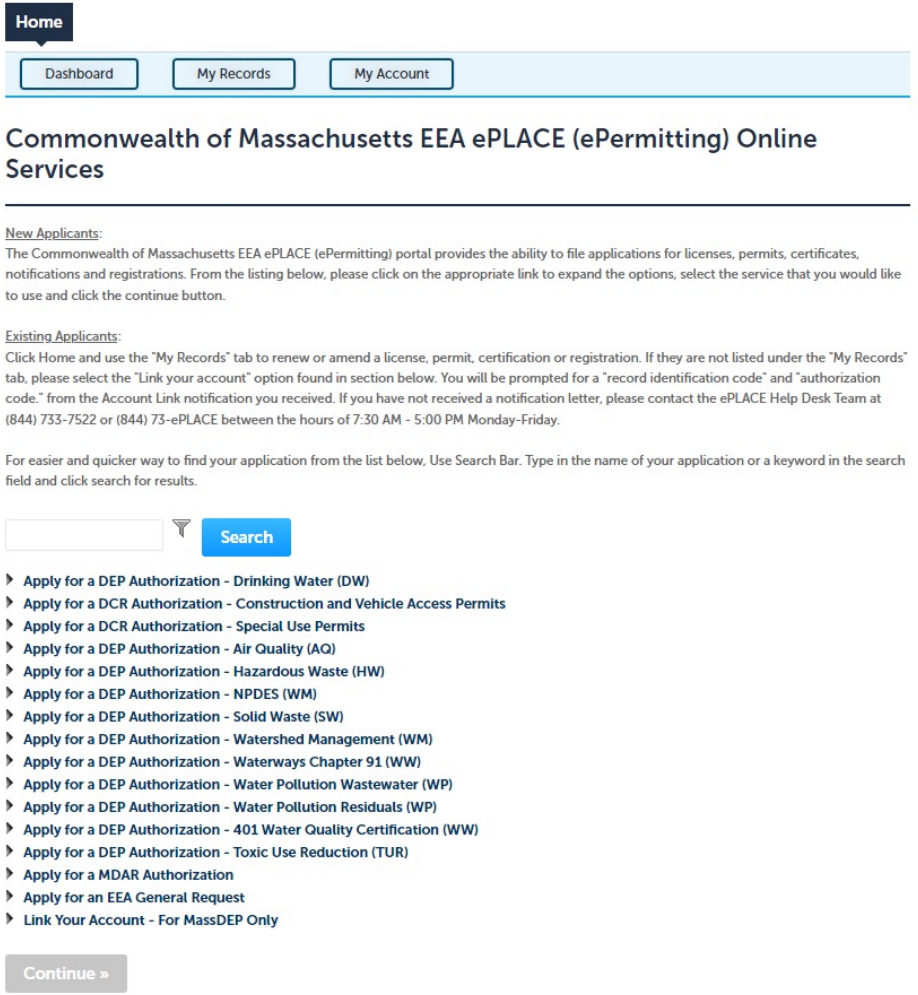
File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



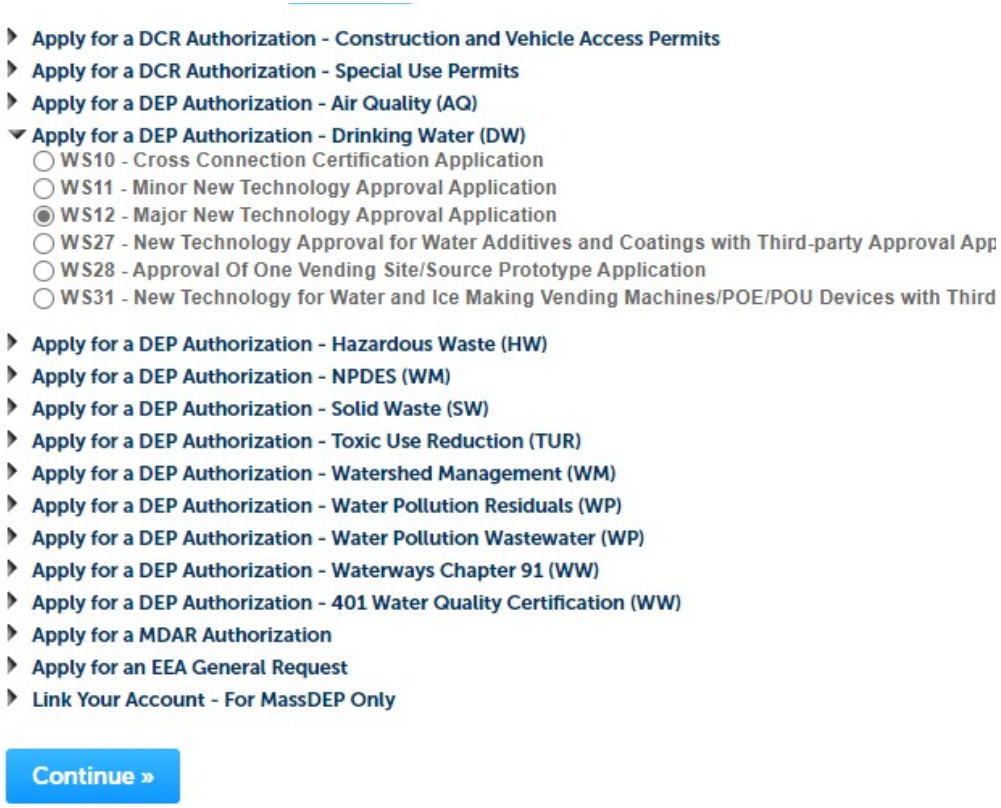
Apply for a WS12 Application

- Click on “Apply for a DEP Authorization-Drinking Water(DW)” to expand the list of applications
- You can also search for the application on the search bar field



Apply for a WS12 Application

- Select “WS12 - Major New Technology Approval Application” and click the continue button at the bottom of the page to start your application

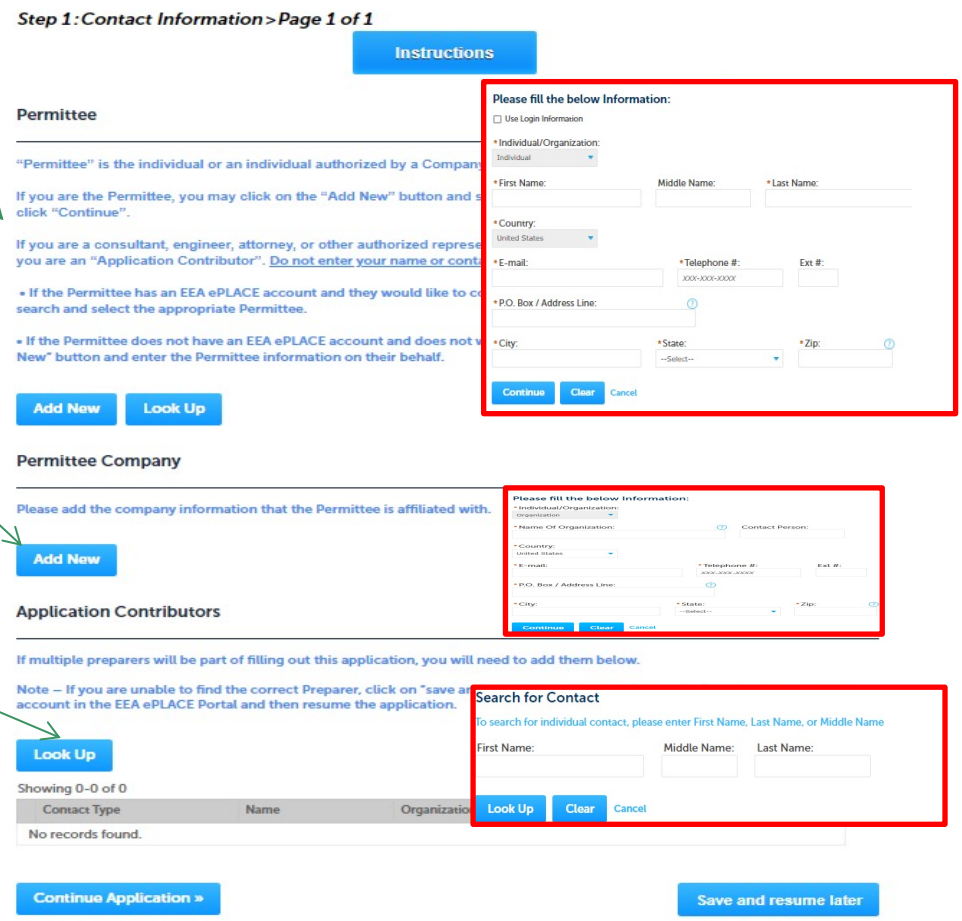


Contact Information: Important NOTE

- There are three contact sections in the next screen:
  - **Permittee**: the person or signatory authority responsible for signing and accepting all conditions of the Permit
    - If you are the Permittee, click “Add New” button and select the checkbox “Use Login Information”
    - If you are not the Permittee you have the option to Add New and enter all the Permittee Information or if the Permittee has an EEA ePlace account, then you have the option to look them up under “Look Up” option
  - **Permittee Company**: here enter the company information the Permittee is affiliated with, if applicable.
  - **Application Contributors**: use this section if multiple users will be coordinating in the preparation of this application
    - If you are unable to find the correct contributor, click on the “Save and resume later” button. Advise the contributor to create an account in the EEA ePLACE Portal and then resume the application.

Step 1: Contact Information

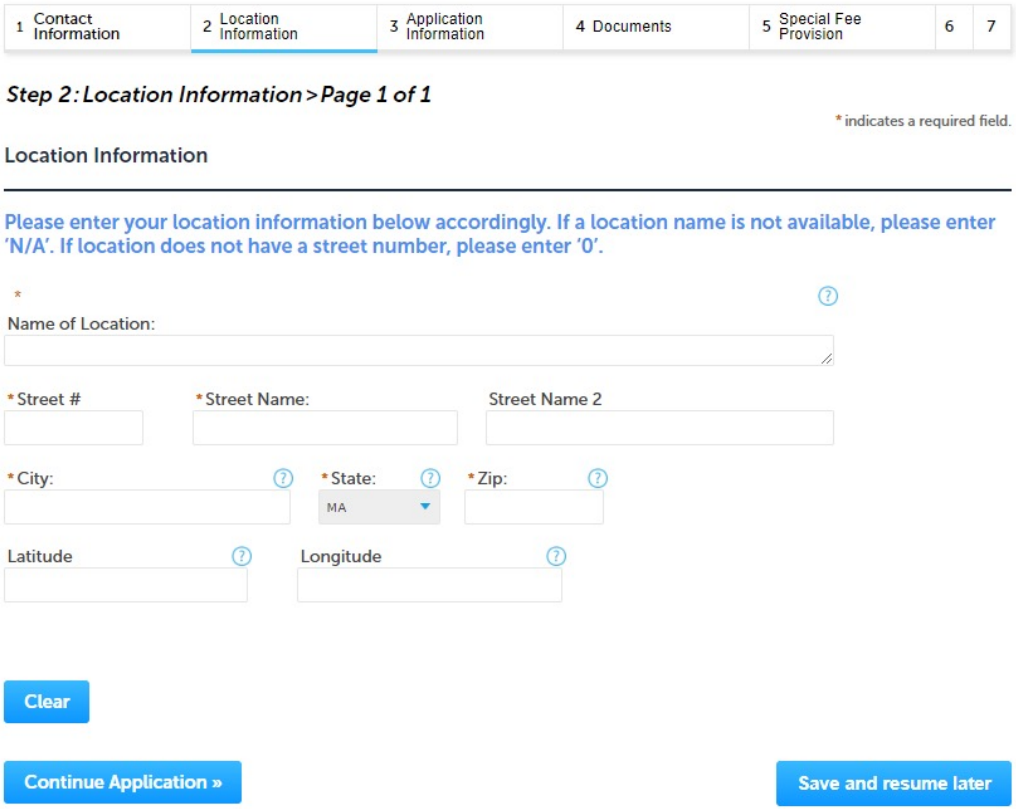
- Add Permittee, please read the section instructions and add accordingly
- Add Permittee Company, if applicable
- Look Up “Application Contributors” , if applicable
- Click “Continue Application” to proceed



EEA ePlace Portal

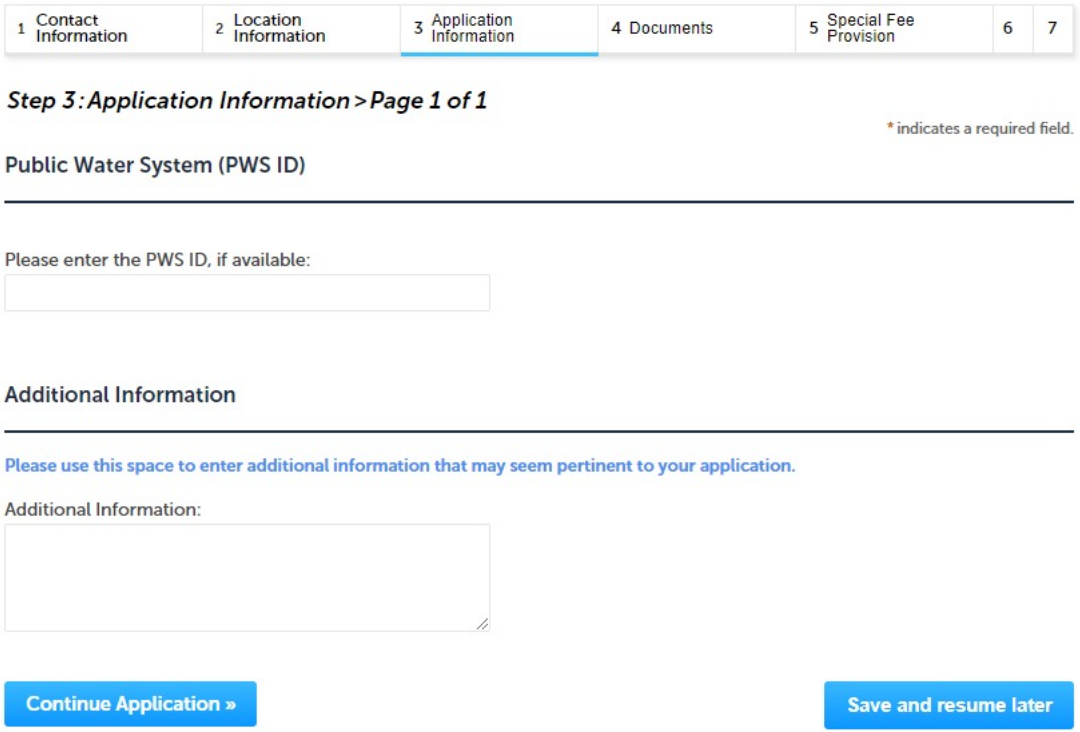
Step 2: Location Information

- Enter the Name of Location and Address
- Add the Latitude and Longitude if available
- Click “Continue Application” to proceed



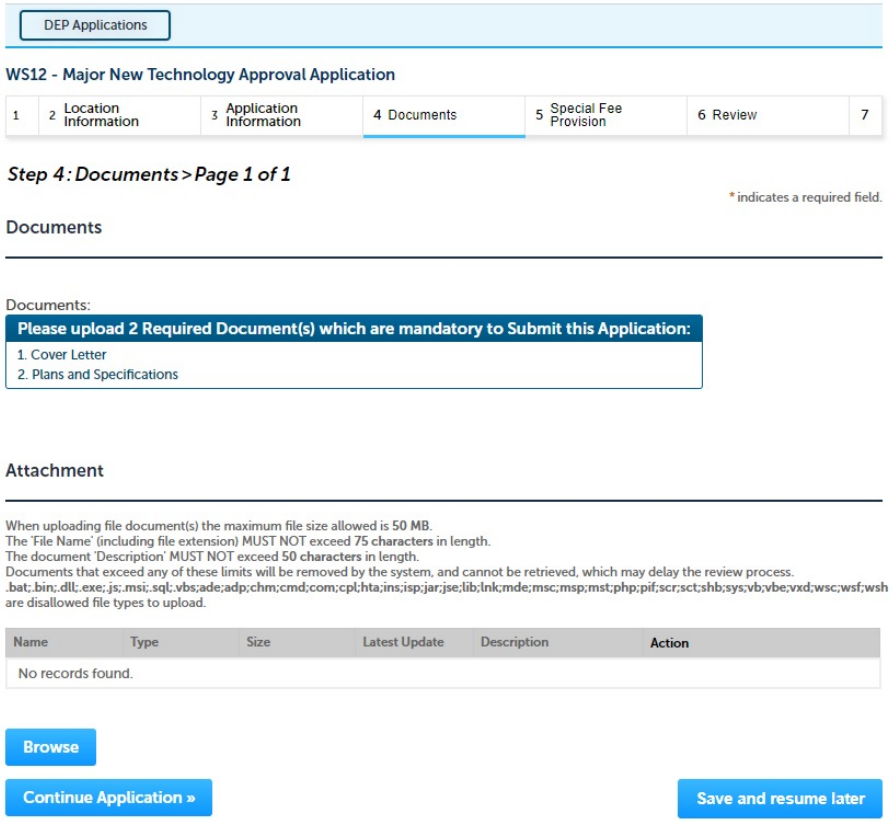
Step 3: Application Information

- Enter the PWS ID, if available
- Add any additional information that might help the agency with the review of this application
- Click “Continue Application” to proceed



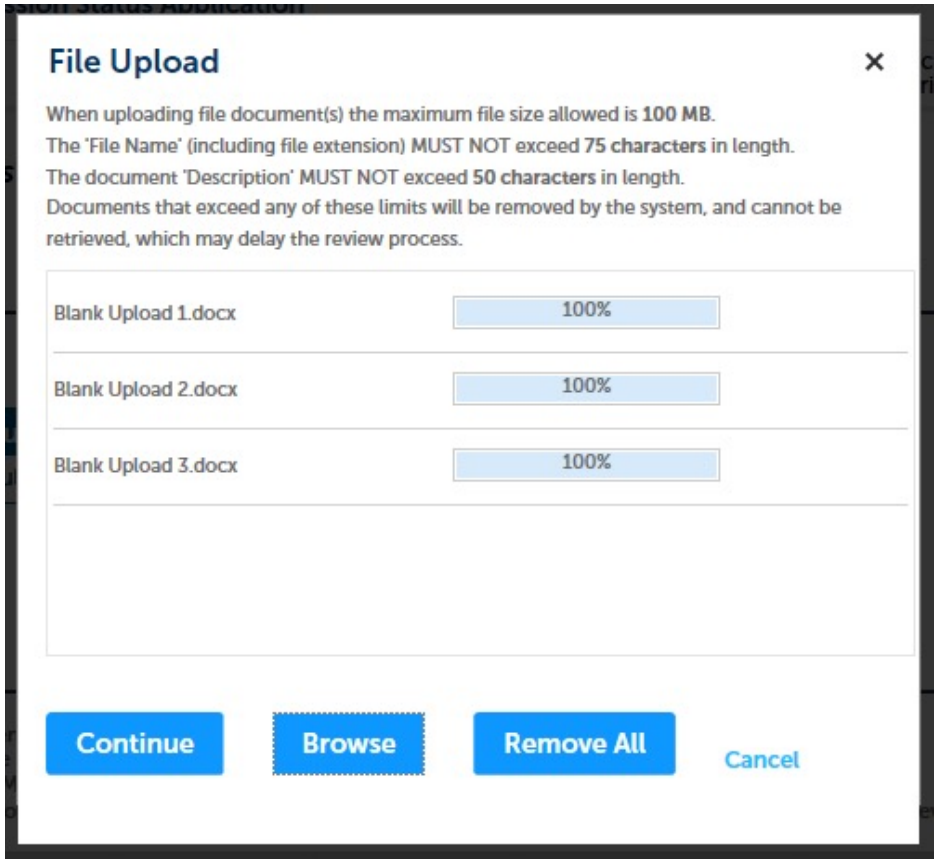
Step 4: Documents

- Upload all required documents for your application
  - The required documents will be listed in the table
- To begin attaching documents, click "Browse"



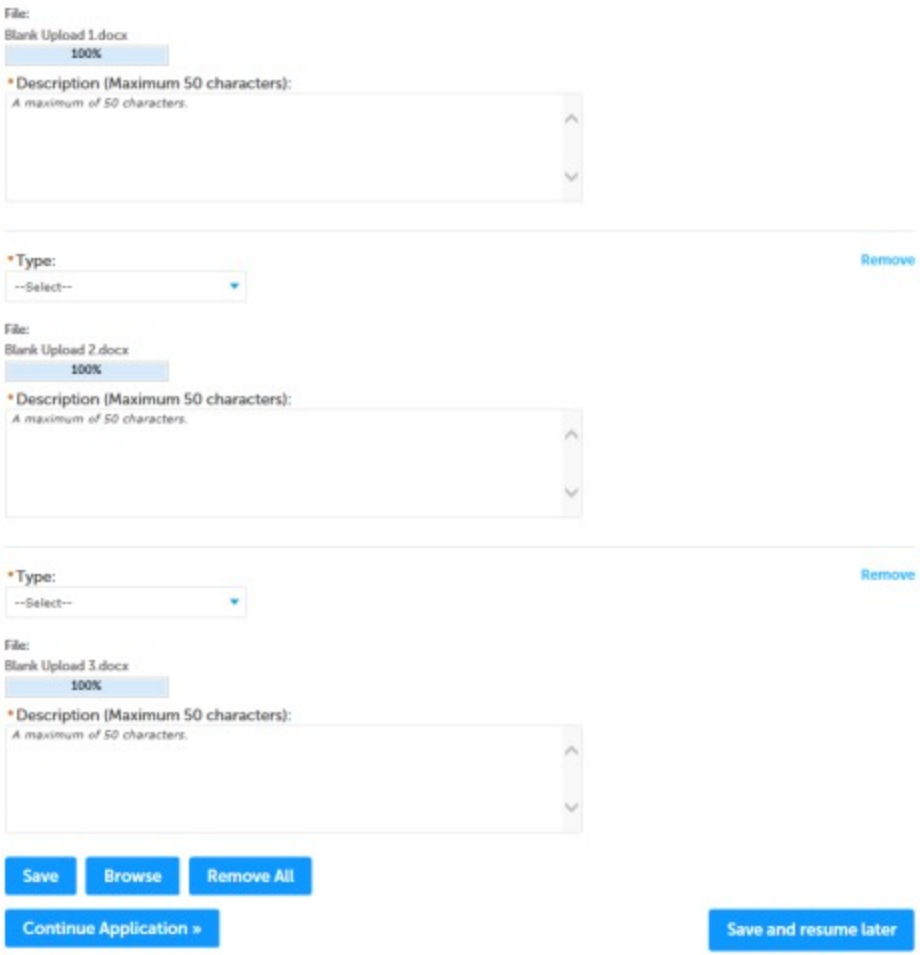
Step 4: Documents (Attaching)

- A “File Upload” window opens
- Click “Browse”
- Choose the file(s) you want to attach.
- When all files reach 100%, click “Continue”



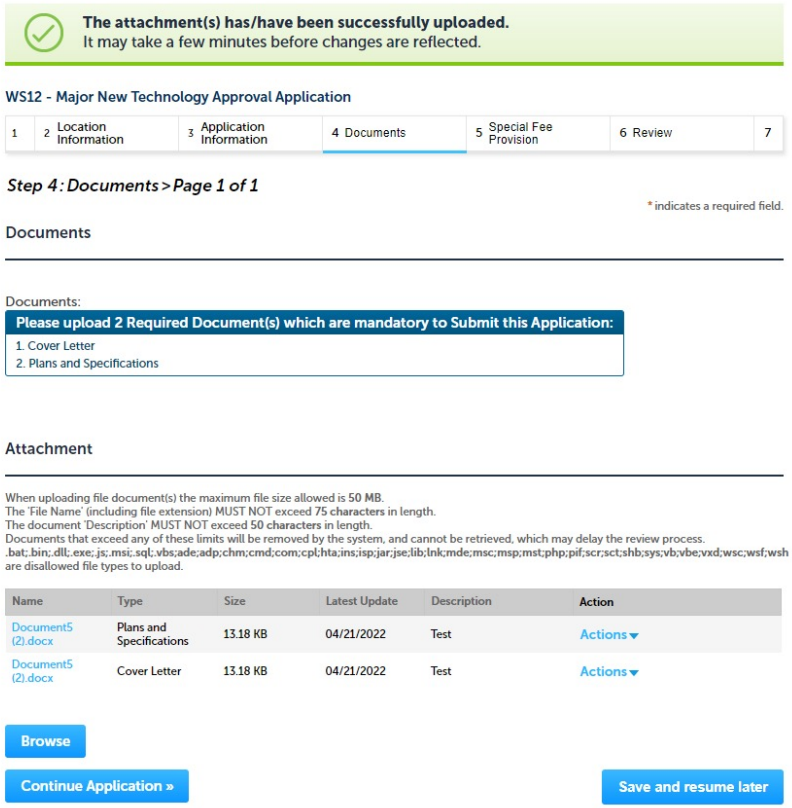
Step 4: Documents (Attaching)

- Select the document type
- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”



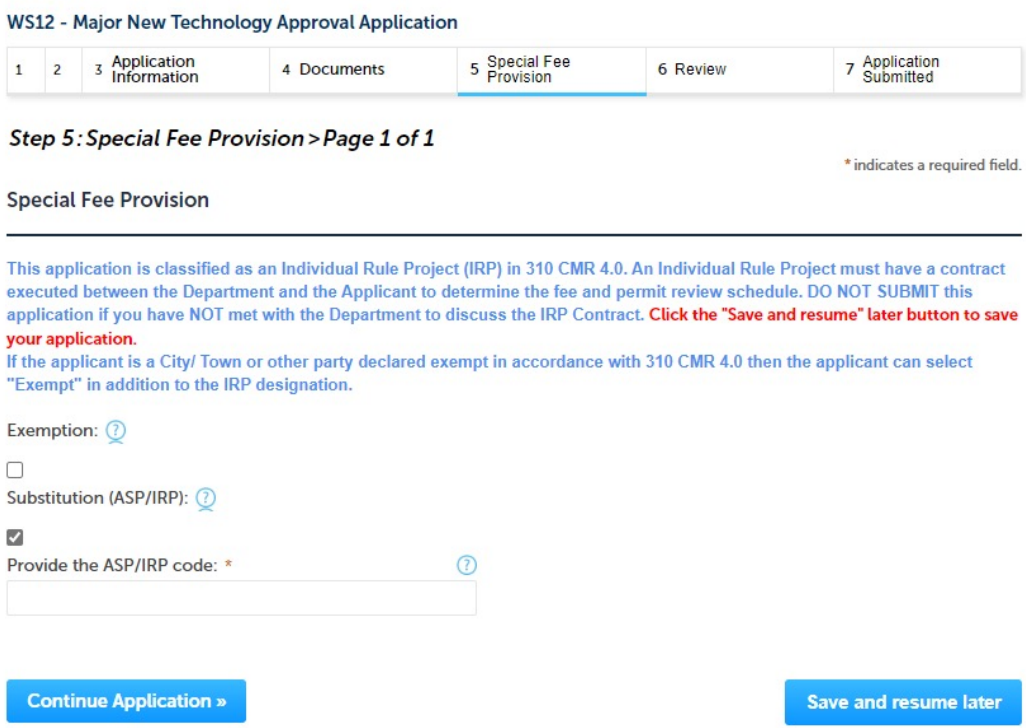
Step 4: Documents (Attaching)

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click on “Continue Application” to proceed



Step 5: Special Fee Provision

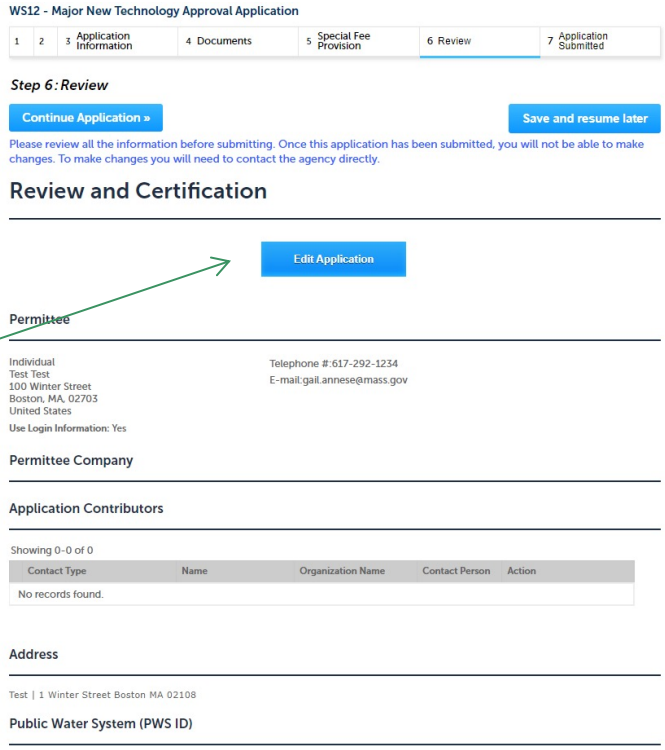
- This application requires a special fee which is determined in a contract between the MassDEP and the Applicant (ASP/IRP)
- This contract must be discussed with MassDEP before filing this application
- A municipality may check “Exempt” in addition to the ASP/IRP designation
- Click “Continue Application” to proceed



EEA ePlace Portal

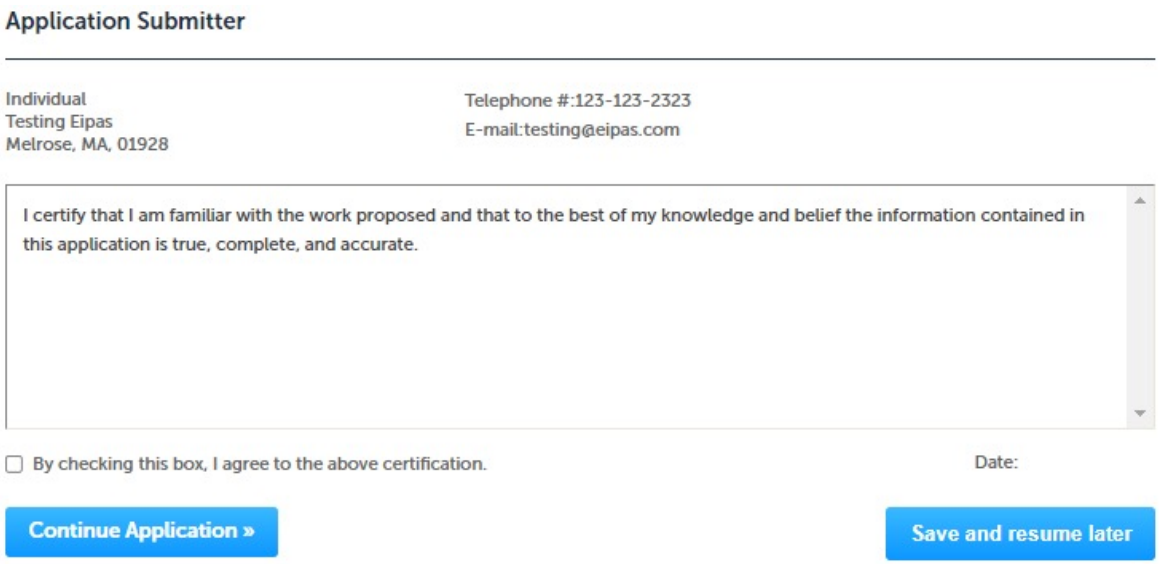
Step 6: Review

- The entire application is shown on a single page for your review
- If you notice something that you want to change, click “Edit Application”
- Otherwise, continue to the bottom of the page



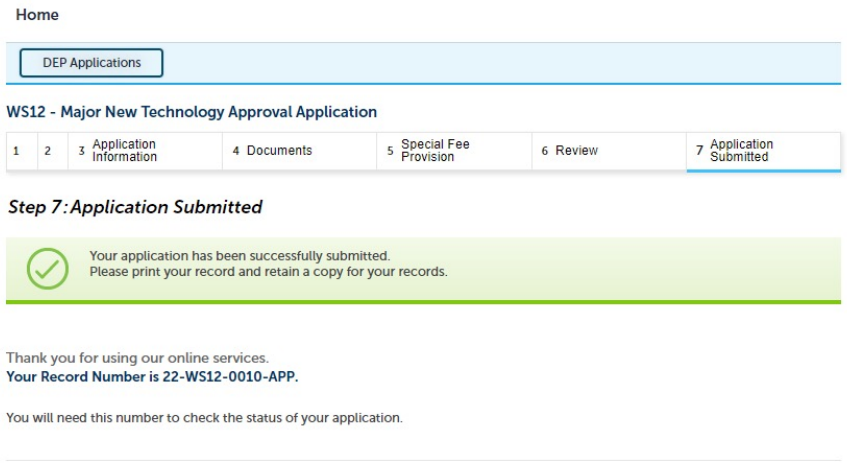
Step 6: Review

- Read the Certification Statement
- Click the check the box to complete your certification
- Click on “Continue Application” to proceed with the submittal of your application



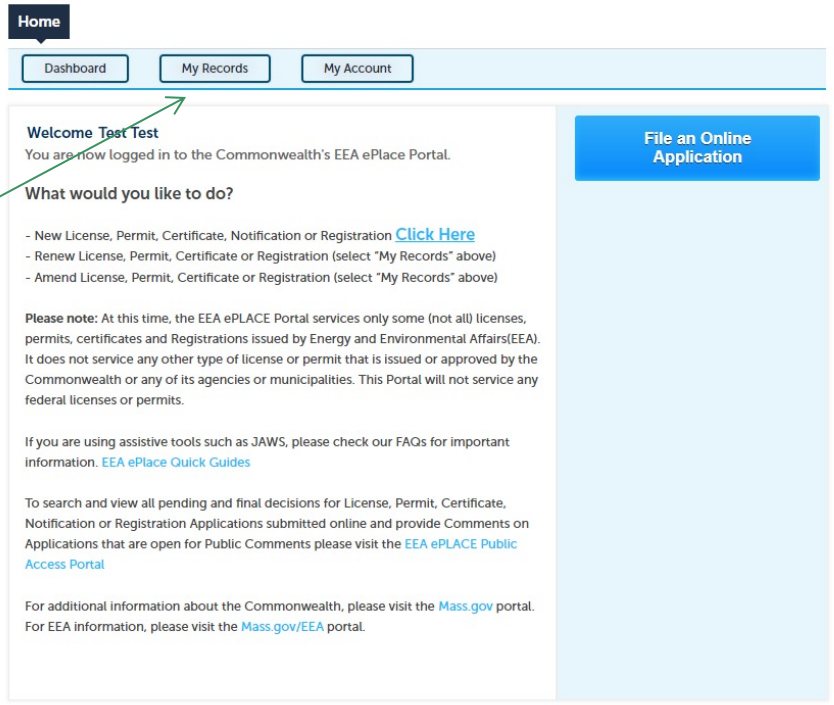
Step 7: Submission Successful!

- When you submit your application, you will receive a Record ID so you can track the status of your application online
- Upon submission of your application please make sure to check your email for system notifications



To check the status of an application

- Log on to EEA ePlace portal
  - https://eplace.eea.mass.gov/citizenaccess
- Go to your “My Records” page to see and/or track the status of an application



Questions?

For technical assistance:

- Contact the ePlace Help Desk Team at (844) 733-7522
- Or send an email to: ePLACE_helpdesk@state.ma.us

For business related questions, please visit the link below:
https://www.mass.gov/how-to/ws-11-12-minor-major-technology-approval